SECONDARY CTE REPORTING APPLICATION DIRECTIONS

Iowa Department of Education
Division of Community College and Workforce Preparation
Bureau of Career and Technical Education
Contact: Pat Thieben; pat.thieben@iowa.gov; 515-281-4707

STOP   Have you submitted your SRI File? If you have not done so, please stop and:
1. Upload your data into VRF
2. Validate data and fix all errors
3. Submit and Approve to move the data over to SRI

Log in to the Department of Education A&A Account (i.e. Portal)

Access to the Secondary CTE Reporting Application (SCTERA) is through the Iowa Education Portal: https://portal.ed.iowa.gov.

Under AAA Account select Sign In. Enter your email and the password on the sign in screen.

Note:
You can reset your password by clicking the Forgot Password button at the top of the page on the log in page.

If you do not have an A&A account, click on <u>Create an Account</u> at the top. Your A&A Administrator at your district will need to give you permission to the CTE portion.

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Open the Secondary CTE Reporting Application

Click on EdInfo, then choose **Secondary CTE Reporting Application**.

Viewing the Program Screen
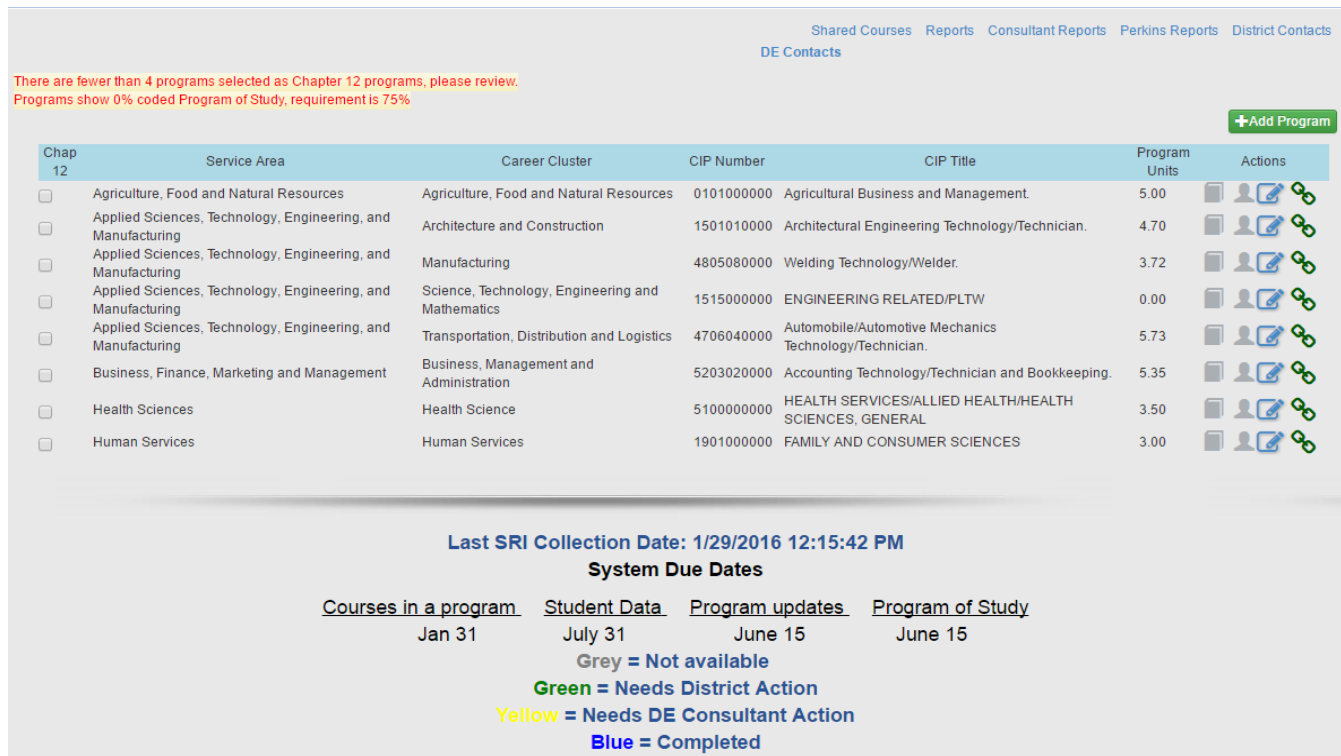
When you first enter the system, you will be taken to the Program screen. You may receive a pop-up warning to enter a district contacts if none have been entered.

Please note that you will not be able to continue until you enter at least one district contact.

Click on the DISTRICT CONTACTS link at the top right side of the page. **Review and update all contact information.**

If you receive the error message, click on OK to close the message box. Click the DISTRICT CONTACTS link and enter in the contact information.
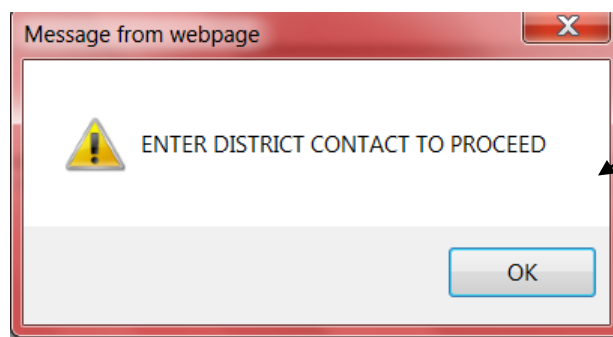
Entering District Contacts

On the District Contact screen click <u>Add/Update District Contact</u>.

Enter your contact information in the Contact Profile then click on the appropriate access areas in the Application Selection List.   Be sure the e-mail is correct so system e-mails are received.
Click on Save and it will take you back to the contact listing. You should now see the contact added. (Refresh the screen if not listed)   Repeat this process to add or modify additional contacts. **Note: All contacts listed will receive system e-mails**
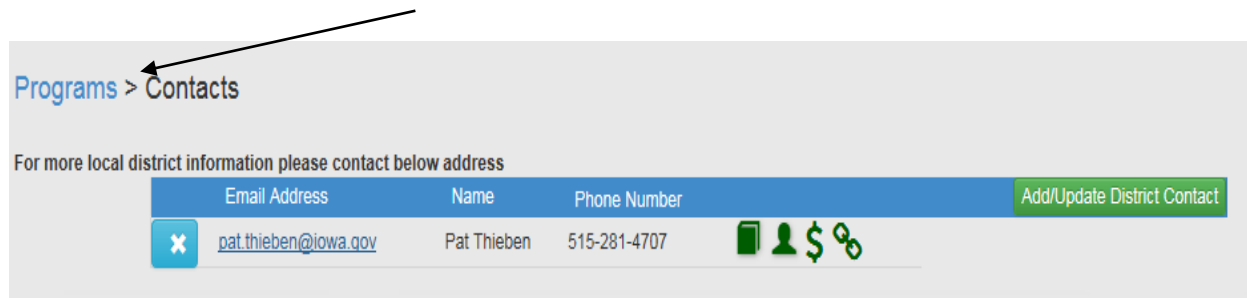
Click on <u>Programs</u> to return to the Program Screen.

Viewing the Program Screen

The Program screen is the starting page for all actions. It provides links to other screens, shows ICONs indicating system status and other CTE system information.

To access a list of DE Contacts by program area, click on DE Contacts in the upper right hand corner.

Due Dates are listed at the bottom of each screen as well as the last Student Reporting in Iowa (SRI) submission date. (Note that the Winter SRI file must be submitted before Courses in a Program can be entered.)

The Program screen shows all active programs (operational, anticipated and discontinued) with associated ICONs on the right. Each ICON represents a process step or task and changes colors as actions are taken and coded in the system.

There are fewer than 4 programs selected as Chapter 12 programs, please review.
Programs show 0% coded Program of Study, requirement is 75%

+Add Program

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
☐	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	📘 👤📝 🔗
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	📘 👤📝 🔗
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	📘 👤📝 🔗
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	📘 👤📝 🔗
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	📘 👤📝 🔗
☐	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	📘 👤📝 🔗
☐	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	📘 👤📝 🔗
☐	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	📘 👤📝 🔗

Last SRI Collection Date: 1/29/2016 12:15:42 PM
System Due Dates

Courses in a program	Student Data	Program updates	Program of Study
Jan 31	July 31	June 15	June 15

Grey = Not available
Green = Needs District Action
Yellow = Needs DE Consultant Action
Blue = Completed

A color status index is shown on the bottom of the program screen for easy reference. **GREY** indicates they are not available, **GREEN** indicates district action is needed, **YELLOW** indicates the DE Consultant action is needed and **BLUE** indicates the action is complete.

If needed the DE Consultant can reset the process for each step.
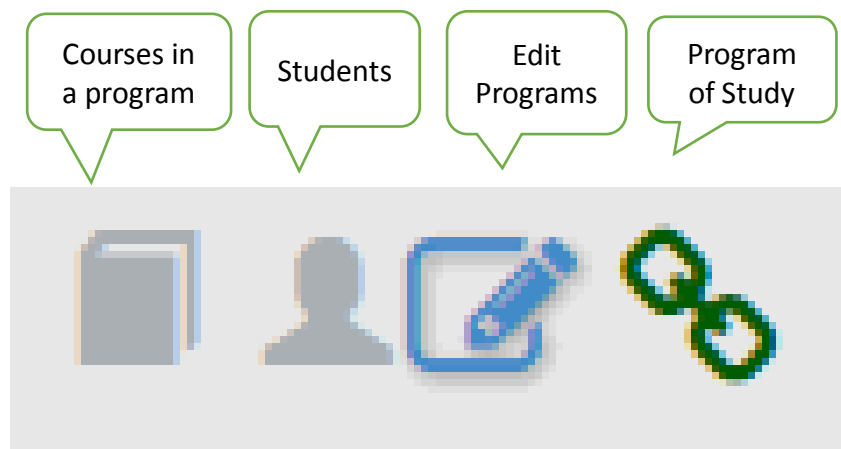
Program Screen - Completing Chapter 12 Requirements

At the top left side of the Program screen, are two **RED** warning statements. The first statement regarding Chapter 12, will require coding before you can proceed. The second warning is regarding coding the Program of Study which can be updated at any time.

You must indicate the four programs that are meeting your CTE Offer and Teach requirements by checking the box under Chap 12. Once the Chap 12 boxes are checked, the warning disappears and the book icon changes from GREY to **Green** allowing you to enter courses. CHECK NO MORE THAN FOUR.

Any programs over the four required are eligible for Supplemental Weighting. Districts must offer four programs out of the six service areas: Agriculture, Food and Natural Resources; Arts, Communication and Information Systems; Applied Science, Technology, Engineering, and Manufacturing; Health Science; Human Services; and Business, Finance, Marketing and Management. In the designated Offer and Teach Programs, any courses over the 3 units required are also eligible for Supplemental Weighting.

Click on the **Green** book ICON to add courses for a specific program.

Courses in a Program

The Courses in a Program Screen will show only the prior fiscal year courses with currently enrolled students. (You may need to add courses).

ICONs at the right of each course allow deletions or edits to add comments regarding a course.

Each course shows the units provided, the number of students enrolled and the location. Each course has an associated ICON to indicate if the course is offered in a district 🏠 or at another institution including community colleges. 🏛

Hovering over the icon shows the course location.

Add courses not shown by clicking on Add Course. If a course has no students enrolled, click on the X to delete the course or check the course number to make sure the correct course has been entered.

Programs > Courses in a Program

Need 3 Program units selected to meet offer and teach

CIP: 0101000000

Title: Agricultural Business and Management.

Select 3 Units	Course Number	Course Title	Units	Comments	Location	Students Enrolled	Action
☐	HS110	Ag Business	0.5		🏠	0	✖ ☑
☐	HS400A	Agri. Science I	0.5		🏠	36	✖ ☑
☐	HS400B	Agri. Science I	0.5		🏠	41	✖ ☑
☐	HS401A	Agri. Science II	0.5		🏠	26	✖ ☑
☐	HS401B	Agri. Science II	0.5		🏠	25	✖ ☑
☐	HS402A	Agri. Science III	0.5		🏠	22	✖ ☑
☐	HS402B	Agri. Science III	0.5		🏠	22	✖ ☑
☐	HS403A	Agri. Science IV	0.5		🏠	24	✖ ☑
☐	HS403B	Agri. Science IV	0.5		🏠	23	✖ ☑
		Unit total	4.5				

+ Add Course

Last SRI Collection Date: 2/18/2015 3:24:17 PM
System Due Dates

Courses in a program	Student Data	State Fiscal Assignment	Program updates	Program of Study
Jan 31	June 15	July 31	June 15	June 15

Grey = Not available
Green = Needs District Action
Yellow = Needs DE Consultant Action
Blue = Completed

Adding Courses in a Program

To add a course, use the Course drop-down list, select the course, then click save. The course will disappear from the program's drop down list, but will be available for selection in other programs.

If an active course is not shown in the drop-down list, verify that it has been correctly coded in the SRI file. If a course is not currently active in SRI and is required to meet Offer and Teach you must manually add it.

To manually add a course, select "Course Not Listed" from the Drop-Down Menu. Then complete all fields and include a comment explaining why there is no enrollment.   Click SAVE.

Completing Courses in a Program

If the Program was coded as Chapter 12, a red warning will show at the top of the Courses in a Program screen and boxes by each course will be available to indicate the 3 required Offer and Teach units. (If not Chapter 12, no warning and the boxes are not available)

After all courses are added, check the associated box for all that make up the three unit requirement. The **RED** warning will disappear. Note: If supplemental weighted courses are checked for the offer and teach requirement, the supplemental weighting is lost. Note: To meet the offer and teach requirement, there must be students enrolled in the courses that are checked.

Any course(s) not marked as meeting the Offer and Teach Requirement is/are eligible for Supplemental Weighting.

A warning will generate if more than 3 units are selected. Click OK to proceed.

Click on Program at the top to return to the Program page.

As courses are entered, the total units for the program shows on the Program screen.
Once the Courses in the Program has been completed the student ICON will turn **Green** allowing you to view student information for that program.

Click on the Student ICON which will open to a pop-up window showing the Program Student Breakdown.

To open the full student listing, click on the Enrolled **number**. To just view the list of student Concentrators or Completers, select those numbers.

The Program Enrolled Student List screen shows all students enrolled in the courses selected for this program. Use this **view-only** screen to verify no students or courses are missing or added to this program incorrectly.

Click on the Return button in the upper right hand corner to return to the Student Breakdown screen.

Program Enrolled Student List

Student Data to Excel

Return

Student Name	State ID	Program Total Units	Concentrator	Completer	Technical Skills Assessed	Techinical Skills Proficient	Student is Single Parent
Bill Smith	00000001	1.50	☑	☐	☐	☐	☐
Joanne Jones	00000002	1.50	☑	☐	☐	☐	☐
Amy White	00000003	1.50	☑	☐	☐	☐	☐
Tom White	00000004	1.50	☑	☐	☐	☐	☐
Susie Adams	00000005	1.00	☐	☐	☐	☐	☐
Phil Green	00000006	1.00	☐	☐	☐	☐	☐

Program Student Breakdown

Request Course Review

Program Name	CIP Code	Enrolled	Concentrator	Completer	Technical Skills Accessed	Technical Skills Proficient	Single Parent
Agriculture, Food and Natural Resources	0101000000	59	5	0	0	0	0

Return
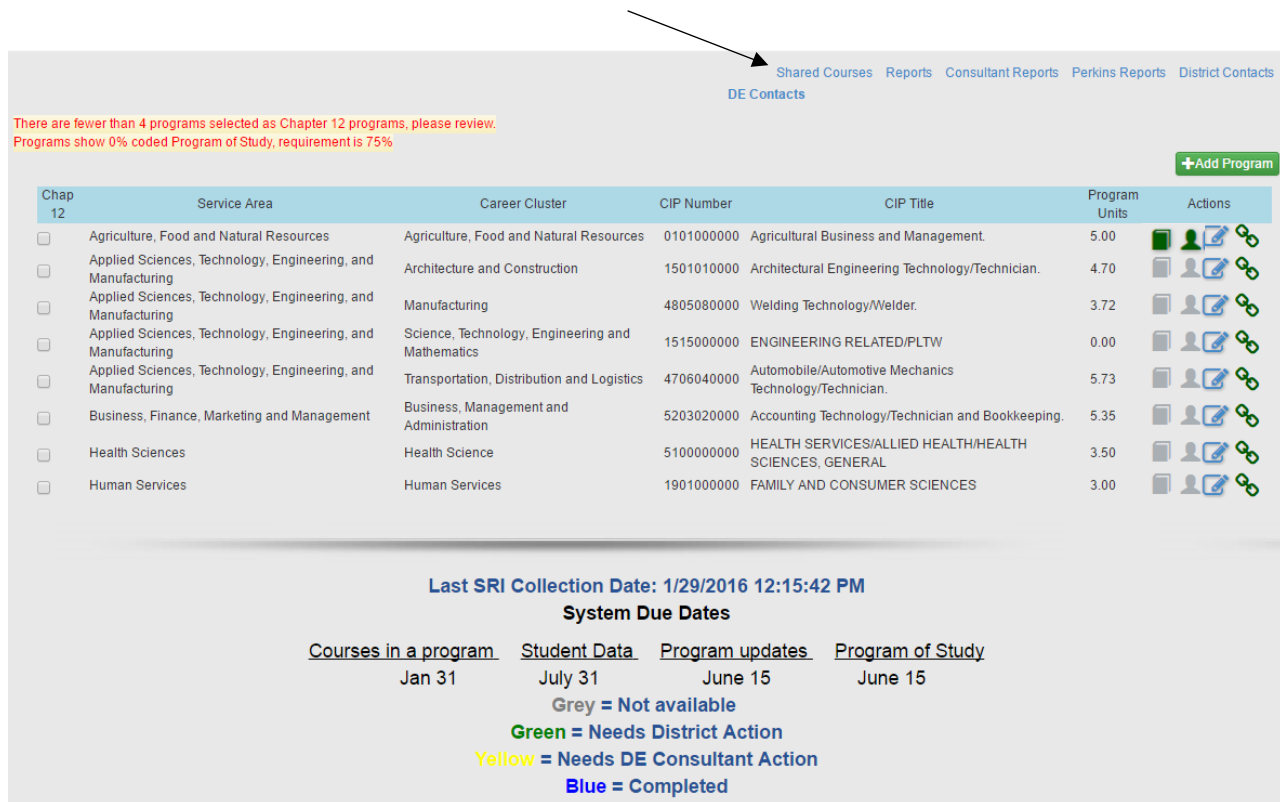
When done with "Courses In a Program", select the Request Course Review button to submit the courses to the DE for review.   The review button will change to **Yellow** and indicate under DE Review.

Program screen where the book ICON is now also **Yellow** .

Shared Courses

Once all programs are completed, click on the "Shared Courses" link at the top of the Program screen.

Shared courses are courses that are offered in more than one program or across service areas. A total of one unit may be shared across service areas.

Use this screen to identify course(s) to be included in a particular program by checking the "include" box. Including a course in a program identifies participants, concentrators and completers within that program. Courses not identified as included in a program will require students to take an additional course in that program so they can be counted as participants, concentrators or completers.

If the shared course is eligible for supplemental weighting in any program make sure this is reflected in all programs that have this course.

Completing Courses in a Program

When the DE completes the program review, the book ICON will change to **BLUE** and generates an email to the District.   If the review is conditional with no further action needed, a **BLUE** comment ICON will appear. If District action is required, the comment ICON will be **GREEN**. The district should communicate with the designated DE consultant to resolve any identified issues. Once resolved, the DE will change the comment ICON to **BLUE.** Any comment changes generates a district email notification.

To see the comments regarding conditional review, click on the Comment ICON which opens the Program Review Comment pop up box.

Please note that comments that were entered in last year will remain for review to make sure changes can be made to this year's programs.

To see the comments regarding conditional review, click on the comment "ICON" which opens the Program Review Comments pop up box.

Completing Student Data – Due June 15

Once the DE has approved a program, the student data for that program can be entered by clicking on the **GREEN** student ICON. You do not need to have all programs approved before updating the student information. Reminder, the deadline to enter student information is June 15 after you have compiled all student information.

Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	4.00	
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	4.00	
Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	3.50	
Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.50	

The Program Student Breakdown screen will open showing the student totals for the selected program. Click on the Enrolled number to see all students and to record Single Parents.

Program Student Breakdown

Submit Student Data

Program Name	CIP Code	Enrolled	Concentrator	Completer	Technical Skills Accessed	Technical Skills Proficient	Single Parent
Agriculture, Food and Natural Resources	0101000000	97	4	0	0	0	0

Return

The Program Enrollment Student List screen shows only students who took courses during the current year. Please note that the list is downloadable to Excel.

Indicate that the student is a single parent by clicking in the appropriate check box. When completed, click on the red Return box at the top or bottom of the screen. If you have an extended list, a scroll bar will show on the right.

Program Enrolled Student List   ✕

Return

Student Name	State ID	Program Total Units	Concentrator	Completer	Technical Skills Assessed	Techinical Skills Proficient	Student is Single Parent	
Bill Smith	00000001		☑	☐	☐	☐	☐	
Joanne Jones	00000002		☑	☐	☐	☐	☐	
Amy White	00000003		☑	☐	☐	☐	☐	
Tom White	00000004		☑	☐	☐	☐	☐	
Susie Adams	00000005		☐	☐	☐	☐	☐	
Phil Green	00000006		☐	☐	☐	☐	☐	
Delbert Huff	00000007		☐	☐	☐	☐	☐	
Melissa March	00000008		☐	☐	☐	☐	☐	
Alice Cook	00000009		☐	☐	☐	☐	☐	
Shelly Port	00000010		☐	☐	☐	☐	☐	
Karen Mason	00000011		☐	☐	☐	☐	☐	

If the student does not show correct units or is not identified as a concentrator or completer correctly, you may manually make adjustments on this screen.

Click on the "concentrator" or "completer" box to select or unselect appropriately.

Program Enrolled Student List   ✕

Student Data to Excel

Return

Student Name	State ID	Program Total Units	Concentrator	Completer	Technical Skills Assessed	Techinical Skills Proficient	Student is Single Parent	
		1.00	☐	☐	☐	☐	☑	Edit Student Units

To adjust the total units for a student, click on the "Edit Student Units" button. On the Student Unit Adjustment pop up, add or subtract units to adjust the total to reflect the correct amount. When you save changes you will be taken back to the Program Screen and must reopen the Student screen to see changes.

Student Unit Adjustment

AUSTIN AUKES

Current Units:	Unit Debits(-)	Unit Credits(+)
1	0	5

Save Changes   Cancel

Click on the student number under Concentrator for a list of current year concentrators to update Technical Skill Proficiency.

Program Student Breakdown   ×

Submit Student Data

Program Name	CIP Code	Enrolled	Concentrator	Completer	Technical Skills Accessed	Technical Skills Proficient	Single Parent
Agriculture, Food and Natural Resources	0101000000	97	4	0	0	0	0

Return

Click on the "Technical Skills Assessed" box to indicate if the student was assessed. If the student assessed was proficient, click on "Technical Skills Proficient". The student must be checked as assessed to indicate proficient.

When all students are updated click on the Return Button at the top or bottom of the screen.

Reminder, this listing can be exported to Excel at any time

Student Name	↻	State ID	Program Total Units	Concentrator	Completer	Technical Skills Assessed	Techinical Skills Proficient	Student is Single Parent
Bill Smith		00000001		☐	☐	☐	☐	☐
Joanne Jones		00000002		☑	☐	☐	☐	☐
Amy White		00000003		☑	☐	☐	☐	☐
Tom White		00000004		☑	☐	☐	☐	☐

After all student updates are completed, click on the green **Submit Student Data** button

Program Student Breakdown							×
						Submit Student Data	
Program Name	**CIP Code**	**Enrolled**	**Concentrator**	**Completer**	**Technical Skills Accessed**	**Technical Skills Proficient**	**Single Parent**
Agriculture, Food and Natural Resources	0101000000	46	7	0	6	0	0
						Return	

The submit button will turn yellow indicating the students are submitted and under final review by the DE Consultant. An e-mail will be sent to the district contact with this information. Click on red Return to get back to the Program screen. The Student ICON on the Program screen will also turn yellow.

Program Student Breakdown							×
						Under Final Review	
Program Name	**CIP Code**	**Enrolled**	**Concentrator**	**Completer**	**Technical Skills Accessed**	**Technical Skills Proficient**	**Single Parent**
Agriculture, Food and Natural Resources	0101000000	46	7	0	6	0	0
						Return	

Once the DE Consultant reviews the Student Data, the Student ICON will turn blue. If there are questions, the DE consultant will contact the district either by phone or e-mail.
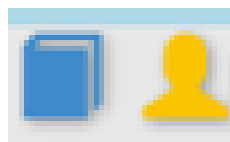
Completing Program of Study/Linkage Information

This must be completed for all programs regardless if a Program of Study has been completed. The Program Screen shows a red warning as long as less than 75% of the programs are not coded for POS. As POS screens are updated, the warning percentage will change.
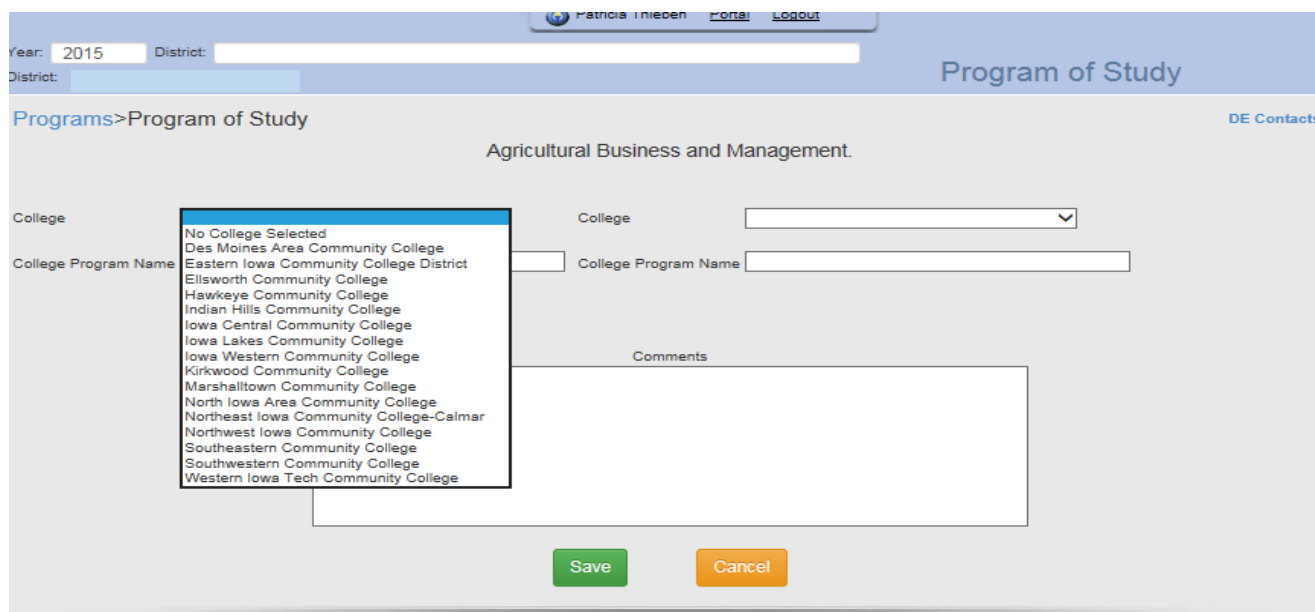
Click the Chain Link ICON on the Program screen to open the Program of Study screen. This screen needs to be completed for all programs and can be completed at any time.

Select the college(s) that the program is linked to and enter the college program name that the district program is linked to. If none, choose "No College Selected." The district can also enter in any comments regarding the POS. Click the green "**Save**" button when completed. Programs of Study (POS) are reviewed during the Perkins Monitoring Process and through the Perkins Grant.

Deleting Programs for the next Fiscal Year

Select the **BLUE** pencil ICON on the Program screen to open the Program Update screen. The District can use this screen to indicate a current program that is going to be discontinued.
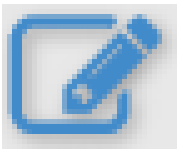
Only the DE Consultant can make a program operational or non-operational. Once a program is made non-operational, it is no longer shown on the Program screen.

The Program Approval Status field indicates the current system status for the program and student process. (See status description at the bottom of the screen.)

Patricia Thieben   Portal   Logout

Year: 2015   District: |
District: Program Add/Update

Programs > Program Add/Update   DE Contacts

CIP Number: 0101000000
Operational Status: Operational   ∨
Program Approval Status: DE Completed review conditional   ∨
Title: Agricultural Business and Management.
State Assistance Eligible   ☐
Current Year
Program Open Year   2015
Program Close Year   9999
(Ignore 9999)
Comments:

[Update] [Cancel]

Program Approval Status

Status	Action Needed
District Enters and Submits Courses	District needs to enter and submit courses for review
Program courses under DE review	DE Consultant needs to review program courses
DE Completed Review unconditional	Program courses completed, district need to submit students data
DE Completed review conditional	Program courses completed, district need to submit students data
District submitted student data	District submitted students, E Consultant needs to review
Courses and students data completed	No action needed for course or students

Adding Programs for the Next Fiscal Year

To add the new program to the system, select the green "**Add Program**" link at the top of the Program screen.

When adding a new program, the district should work with the appropriate subject area DE Consultant to get the correct CIP Code (Classification of Instructional Programs).

On the Program Add/Edit screen, enter the appropriate CIP. Anticipated should be the default entry in the Operational Status field. Indicate the beginning year of the Program in the Program Open Year field.

REPORTS

To view system reports, click on the REPORT link at the top right of the Program screen.
Once on the Reports screen, use the Reports dropdown field to select the desired report.

After the specific report loads, select available parameters if needed (i.e. Service Area), then click on **Go** to generate the report.

Note there are navigation buttons to move from page to page if the report has multiple pages.

You may also export the displayed report to Excel, PDF or Word using the export selection.

Shared Courses   Reports   Perkins Reports   District Contacts
DE Contacts
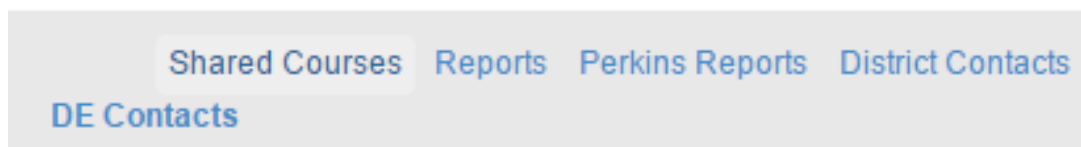
Letitia Williams   Portal   Logout

Year: 2015   District:
District: Reports

Programs > Reports   DE Contacts

Reports: --Select--
          --Select--
          District Courses Report
          Programs Report
          Status Report   Last SRI Collection Date: 2/18/2015 3:24:17 PM
          District Action Required Programs   System Due Dates
          State Assistance Report
          Program Of Study Report
                    Courses in a program   Student Data   State Fiscal Assignment   Program updates   Program of Study
                    Jan 31   June 15   July 31   June 15   June 15
                                           Grey = Not available
                                           Green = Needs District Action
                                           Yellow = Needs DE Consultant Action
                                           Blue = Completed

Programs > Reports

Reports: District Courses Report   Service Area: **All**   Go

|◀ ◀ 1   of 2 ? ▶ ▶| ⟡ [   ] Find | Next   💾 ▾

                    District Operational Pro | Excel | Course Listings

                    Year: 2015 District: .   PDF
                                                  Word

Servie Area   Title   CIP   Cour   se Name

Reports – DISTRICT COURSE REPORT

DISTRICT COURSE REPORT provides a listing of all district courses in operational programs by Service Area.

The Service Area selection defaults to "ALL" but can be changed to a specific service area or to select "Unknown"

Use the "Unknown" Service Area selection to check for current programs note tied to a service area.

Remember to click on Go to generate the report.

District Operational Program CTE Course Listings

Year: 2015 District:

Servie Area	Title	CIP	Course #	Course Name
Agriculture	Agricultural Business and Management.	0101000000	64A	IOWA AGRIC
			64B	IOWA AGRIC
			56A	WDWKG 1
			67	WELDING 1
			56B	WDWKG 1
			82B	INTERACTIVE MEDIA-IND STUDY
			58B	CARPENTRY/CONST
Industrial Technology	Cinematography and Film/Video Production.	5006020200	92	COMPUTER APPLIC
			90	TECH ESSENTIALS
			85	INTRO BUSINESS
			84	DIGITAL MEDIA
			12A	YEARBOOK
			12B	YEARBOOK
			82A	INTERACTIVE MEDIA-IND STUDY
			82B	INTERACTIVE MEDIA-IND STUDY
Industrial Technology	Commercial and Advertising Art.	5004020200	12B	YEARBOOK
			92	COMPUTER APPLIC
			103	NURSES AIDE
			84	DIGITAL MEDIA
			70	ELECTRY
			66	AG SALES & MKTG
			1254	test
			82B	INTERACTIVE MEDIA-IND STUDY

Reports – PROGRAM REPORT

PROGRAM REPORT provides a listing of all programs per service area for the identified district.

The report defaults to "operational" programs, however non-operation, anticipated or discontinued programs can also be selected and viewed.

Use the Service Area selection to view Programs in a specific service area

Remember to click on Go to generate the report.

Reports – STATUS REPORT

STATUS REPORT provides a listing of operational programs sortable by their current status in the program courses and student process. This listing will assist districts and Consultants ensure all steps to add courses to the program and updated student CTE indicators are processed in a timely manner.

Filters include selection by specific process status or all status for a service area.

Remember to click on Go to generate the report.

District	Service Area	CIP	Title	Program Start Year	Program End Year	State Assistance Eligible Year	Comment
	Business	5299990200	Business, Management, Marketing, and Related Support Services, Other.	2015	9999		cc
		1109010200	Computer Systems Networking and Telecommunications.	2015	9999		
	Industrial Technology	1001010000	COMMUNICATION SUPPORT SERVS (DELE. 06)	2015	2020		

Reports – DISTRICT ACTION REQUIRED PROGRAMS

DISTRICT ACTION REQUIRED PROGRAMS reports shows any conditionally
approved program that requires further action by the District. (The DE Consultant checked the box District Action Required" when approving the program.

The report provide a tool for tracking needed information and allows for comments for better communication.

Once the action is taken and the box is unchecked, the program will no longer show on this report.

Reports – PROGRAM OF STUDY

PROGRAM OF STUDY REPORT provides a listing of all operational programs and the linked Institution name coded on the Program of Study (POS) screen.

If the Institution Name field shows blank, the District still need to update the POS screen.

Any blanks in the Institution Name field requires District action to update the POS Screen.

icon Remember to click Go to generate the report.

Programs > Reports   DE Contacts

Reports: [Program Of Study Report ▾] Service Area: [**All** ▾] Operational Status: [Operational ▾] Region: [**Select Region** ▾] [Go]

⏮ ◀ [1] of 1 ▶ ⏭ ⬥ [Page Width ▾] [   ] Find | Next 🔖▾ 🖨

District: Denison Comm School District,1701
Service Area: **All** Operational Status: Operational

District	Service Area	CIP	Title	Name	Institution Name
	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	Ag Management	Western Iowa Tech Community College
	Architecture and Construction	4699000000	CONSTRUCTION TRADES	Construction	Western Iowa Tech Community College
	Business, Management and Administration	5201010000	Business/Commerce, General.	Business Administration	Western Iowa Tech Community College
		5203010000	Accounting.	Accounting	Western Iowa Tech Community College
	Marketing, Sales and Service	5214010000	Marketing/Marketing Management, General.		No College Selected
	Transportation, Distribution and Logistics	4706030000	Autobody/Collision and Repair Technology/Technician.	Automotive Technology	Western Iowa Tech Community College

Reports – PERKINS

Choose the "Perkins Report" Link to see your consortium-wide and individual district Perkins reports.

Shared Courses   Reports   Perkins Reports   District Contacts
DE Contacts